

RECREATION SUPERVISOR I

DEFINITION

To assist in the planning, organizing, coordinating a variety of recreational activities at an assigned playground, recreation center or recreational area; lead and supervise subordinate staff in assigned programs; perform the duties of the Recreation Supervisor II or III in the absence of the Recreation Supervisor II or III and performs related work as assigned.

DISTINGUISHING CHARACTERISTICS

This is the entry-level class in the Recreation Supervisor series. This class is distinguished from the Recreation Supervisor II by the performance of the more routine tasks and duties assigned to positions within the series.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from a Recreation Supervisor II or Recreation Supervisor III.

Exercise direct supervision over assigned staff.

ESSENTIAL FUNCTIONS – Functions may include, but are not limited to, the following:

Act as the Recreation Supervisor II or III in the absence of the Recreation Supervisor II or III.

Assist in the planning, coordination and scheduling of recreation related activities for a wide variety of programs for youth and adults; conduct special events activities; monitor programs for safety.

Prepare and enter into contractual agreements with instructors for special classes and facility rental.

Assist in interviewing and selecting part-time employees; train and orient subordinate recreation aids, recreation leaders, recreation specialists, part-time staff and volunteers; participate in staff evaluations; implement discipline procedures as appropriate.

Schedule staff; troubleshoots scheduling conflicts.

Meet with community based organizations and school representatives to promote recreational programs.

Maintain operational reports on attendance and prepare progress records.

Supervise and secure facilities; check condition of facility and schedule maintenance.

Administer first aid when appropriate.

Prepare correspondence and reports; attend staff meetings.

Assist with research, surveys and inventories; monitor recreational program trends and make recommendations; evaluate program effectiveness to meet a diverse population of users.

Assist in the preparation and distribution of news releases, brochures and publicity materials.

Assist with budget preparation and monitoring; order, issue and maintain recreational equipment and supplies; ensure adequate supply inventory.

Collect and account for monies received.

Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints; secure and participate in emergency repairs as required.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Conduct facility safety inspections and establish and enforce safety and participation standards to protect spectators and participants.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles, practices and techniques of planned group specific recreational activities, programs and special events planning.

Rules and skills involved in conducting a wide variety of recreation related activities and events.

Youth and adult recreation activities and trends.

Safety practices and first aid.

Group dynamics and management of structured and unstructured recreational activities.

Principles and practices of conflict resolution.

English usage, spelling, grammar, and punctuation.

Computer equipment and software applications related to assignment.

Ability to:

Obtain necessary licenses and/or certifications for specialized recreational programs (such as therapeutics, gerontology, etc.).

Organize recreational activities, special events and meet special cultural needs.

Maintain discipline and participation among children and adults.

Work varying schedules including evenings, weekends, and holidays.

Train, motivate, and evaluate assigned staff.

Maintain records, prepare reports and to conduct basic research.

Read and interpret policies, rules and regulations.

Develop effective communications for program users.

Prepare publicity materials.

Compile data for program enhancements and adjustments.

Operate computer equipment and software applications related to assignment.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Work with various cultural and ethnic groups in a tactful and effective manner.

Work independently with minimal supervision.

Exercise sound judgment and decision-making.

Experience and Training

Any combination of education and/or experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Two years of responsible experience in a variety of recreation related programs preferably in a municipal setting.

Training:

Equivalent to Bachelor's degree from an accredited college with major course work in recreation, physical education or a related field.

License or Certificate

Possession of a valid California driver's license.

A valid Cardiopulmonary Resuscitation (CPR) certificate must be obtained within three months of hire.

PHYSICAL DEMANDS

On a continuous basis, sit at a desk, walk, stand, bend, crouch or stoop for varying periods of time. Must be able to travel to various city locations to attend meetings, evaluate programs and staff; sit for prolonged periods of time at meetings or events. Use hands and fingers to grasp tools; make repetitive hand and body motions; twist and reach below and above shoulder; write or use keyboard to communicate through written means; perform physical activities on a continual basis; possess sufficient strength and stamina to lift and manipulate recreational equipment, materials and supplies; possess visual ability sufficient to operate recreational equipment, vehicles under daylight and evening conditions; lift or carry weight of 50 pounds or less. Communicate in person and use the telephone. See in the normal vision range with or without correction; hear in the normal range with or without correction.

WORKING ENVIRONMENT

Work is performed indoors and outdoors; the performance of outdoor work requires exposure to a variety of weather conditions (heat, cold, rain, intense sun); exposure to potentially hazardous substances and chemicals and work on slippery or uneven surfaces. Indoor work is performed in a variety of environments with natural or artificial lighting and moderate to high noise levels. Work is frequently disrupted by the need to respond to in-person and telephone inquiries.